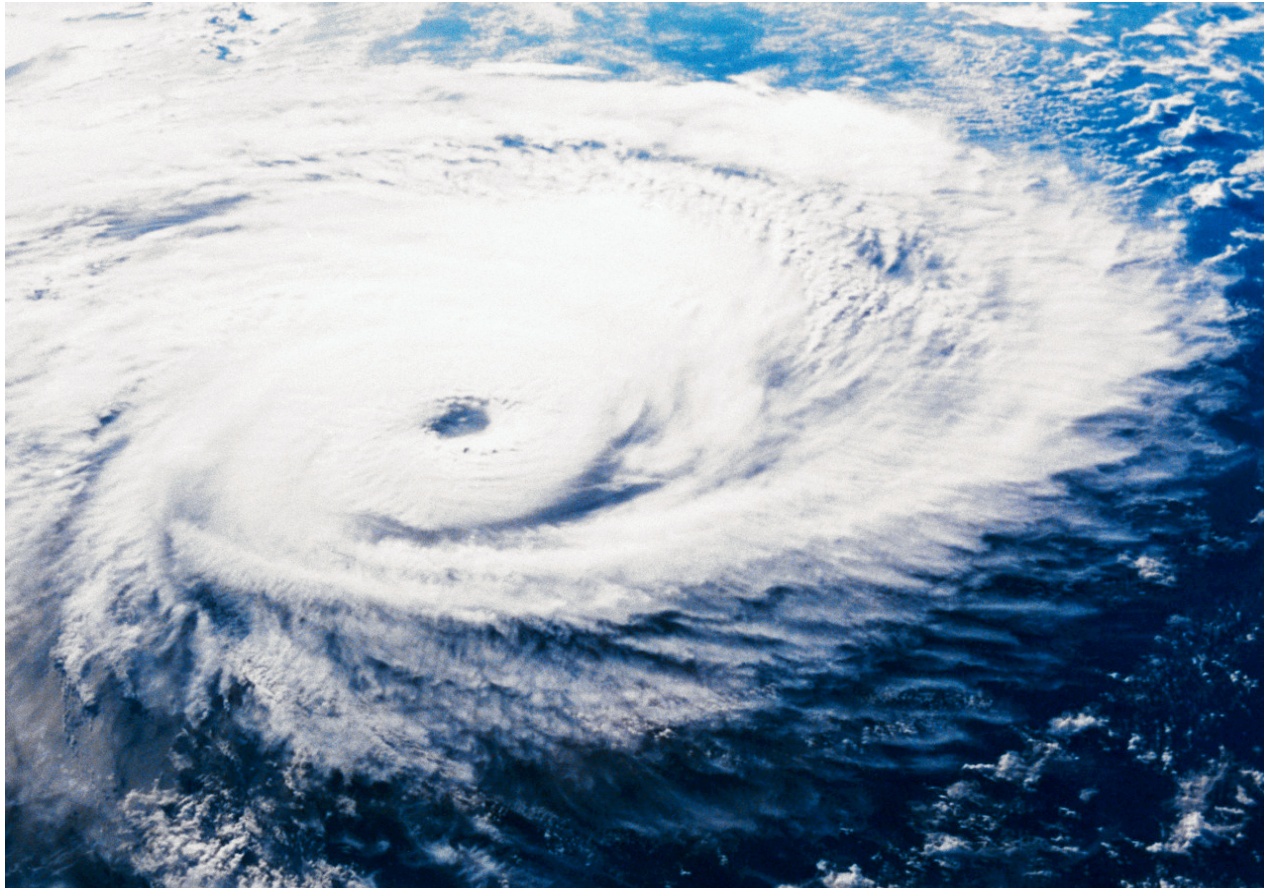
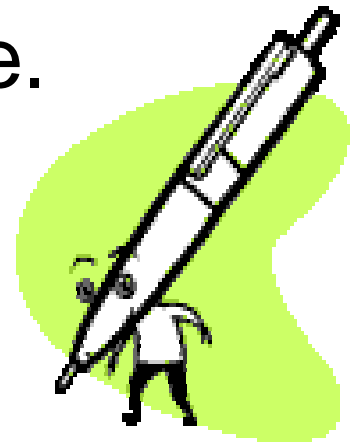


# Disaster Duty Time Sheet



# Items to Remember When Completing Disaster Duty Time Sheet

- Entries must be correct & legible.
- Use INK ONLY – preferably black or blue – NO pencil.
- No “white out” changes – draw one line through incorrect item, write in correct information, and initial change.



# Hours to be Recorded on Disaster Duty Time Sheet

Record ALL days that include any type or amount of disaster work.

Record ALL hours - this includes:



- ✓ Leave taken
- ✓ Office hours worked (regular & overtime)
- ✓ Disaster hours worked (regular & overtime)
- ✓ Disaster travel – all time (no deductions now)

**NOTE:** This is completely different from previous events.

# **What does Disaster Duty hours worked include?**

Disaster Duty hours include:

- Working at an assigned emergency location and/or on assigned disaster operations tasks.
- Traveling to and from the assigned emergency location
- On a meal break when not allowed to leave the emergency/disaster site
- On a respite or sleep break that meets the criteria outlined in Policy No. 4-10



Revised 05/13/2013

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## DISASTER DUTY TIME SHEET

ALL ENTRIES MUST BE COMPLETED THOROUGHLY, LEGIBLY AND IN INK - **DO NOT USE PENCIL**

Disaster Event Name:			Check all applicable:	<input type="checkbox"/> Shelter	<input type="checkbox"/> DSNAP	<input type="checkbox"/> Other (specify): _____
Employee Name:			Personnel Number:			Regular Job Title:
Regular Office Location:	S.O. BUREAU / SECTION	FIELD REGION / PARISH	Regular Cost Center Number:			Regular FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Regular Office Work Schedule (specify days of the week &amp; number of hours each day):

Pay Period Dates (specify entire 2 week period):

**NOTE: DAYS BEGIN AT 12:01 A.M. AND END AT 12:00 A.M. MIDNIGHT. Shifts that extend beyond midnight require two line entries for the two days involved. Day of Week is to be recorded as M, T, W, TH, F, SA, SU. Times/Hours are to be recorded in quarter-hour increments ONLY. To make corrections, draw one line through the incorrect entry and write the correction above or below the incorrect entry. DO NOT WRITE OVER THE ENTRY OR USE "WHITE-OUT".**

DAY OF WEEK	DATE	LEAVE TAKEN (L.A., L.B., L.H., L.S.O.C., etc.) (quarter-hour basis)	REGULAR OFFICE DUTIES WORKED (quarter-hour basis)	TOTAL LEAVE & REGULAR OFFICE DUTIES	DISASTER SITE NAME / LOCATION	DISASTER TRAVEL / DUTY BEGAN (quarter-hour basis)	DISASTER DUTY / TRAVEL ENDED (quarter-hour basis)	TOTAL DISASTER HOURS	(TIME ADMIN USE ONLY)		
									REGULAR DISASTER HOURS	LSAG HOURS	OVERTIME DISASTER HOURS
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
TOTAL (this page only):											

I CERTIFY THAT I HAVE PERFORMED REGULAR AND/OR DISASTER DUTIES DURING THE DATES AND TIMES AS INDICATED ABOVE.

Employee Signature			Date	
APPROVAL OF DISASTER HOURS WORKED FOR COMPENSATION (only one signature is needed)				
DCFS Emergency Operations Site Manager Signature		Job Title	Date	
Non-DCFS Emergency Operations Site Manager or Appointing				

# Disaster Duty Time Sheet Fields:

- Disaster Event Name

Examples: TS Karen or Hurricane Sam

- Check all Applicable: Shelter, DSNAP, Other

“Shelter” or “DSNAP” also includes work that does NOT occur at a disaster site, but is directly related to Shelter or DSNAP. Example: Making calls from home related to the set up of DSNAP sites.

“Other” includes all other disaster work not related to Shelter or DSNAP such as at EOC locations, evacuation sites, transportation centers, etc.

- Employee Name
- Personnel Number
- Regular Job Title
- Regular Office Location
- Regular Cost Center Number – found on your LEO Time Statement
- Regular FLSA Status – Check Exempt or Non-Exempt  
(found on your LEO Time Statement)
- Regular Office Work Schedule – example:  
4-10 hour days Monday-Thursday, off Friday
- Pay Period Dates – begin & end date of 2 week period

- Day of Week - M, T, W,TH, F, SA or SU
- Date – Month and day
- Leave Taken – amount of hours on quarter-hour basis and leave code
- Regular Office Duties Worked – amount of hours on quarter-hour basis spent that day performing regular office duties
- Total Leave & Regular Office Duties – total amount of hours on quarter-hour basis of the two previous columns

- Disaster Site Name / Location
- Disaster Travel / Duty Began – on the quarter-hour basis & check a.m. or p.m.  
Example: 6:45 a.m.
- Disaster Duty / Travel Ended - on the quarter-hour basis & check a.m. or p.m.
- Total Disaster Hours – total amount of hours based on time span indicated in previous two columns.
- Next 3 columns are for Time Admin Use ONLY!

## Quarter-hour Increment Chart

Actual Time Worked or Leave Taken in Minutes Past the Hour	Quarter-Hour Increment to Enter & Record
0 – 7	0
8 – 22	0.25
23 – 37	0.50
38 – 52	0.75
53 – 60	1.00



## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## DISASTER DUTY TIME SHEET

ALL ENTRIES MUST BE COMPLETED THOROUGHLY, LEGIBLY AND IN INK - DO NOT USE PENCIL

Disaster Event Name:	T.S. Karen		Check all applicable:	<input checked="" type="checkbox"/> Shelter <input type="checkbox"/> DSNAP <input type="checkbox"/> Other (specify): _____		
Employee Name:	Sue Person		Personnel Number:	5555	Regular Job Title:	Child Welfare Spec. 2
Regular Office Location:	S.O. BUREAU / SECTION	FIELD REGION / PARISH	Regular Cost Center Number:	3608172	Regular FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
					3.R. Region / EBR-FL	
Regular Office Work Schedule (specify days of the week & number of hours each day):				Monday - Friday 8 hours/day		
Pay Period Dates (specify entire 2 week period):				10/28 - 11/10/2013		

**NOTE: DAYS BEGIN AT 12:01 A.M. AND END AT 12:00 A.M. MIDNIGHT. Shifts that extend beyond midnight require two line entries for the two days involved. Day of Week is to be recorded as M, T, W, TH, F, SA, SU. Times/Hours are to be recorded in quarter-hour increments ONLY. To make corrections, draw one line through the incorrect entry and write the correction above or below the incorrect entry. DO NOT WRITE OVER THE ENTRY OR USE "WHITE-OUT".**

DAY OF WEEK	DATE	LEAVE TAKEN (LA, LB, LH, LSOC, etc.) (quarter-hour basis)	REGULAR OFFICE DUTIES WORKED (quarter-hour basis)	TOTAL LEAVE & REGULAR OFFICE DUTIES	DISASTER SITE NAME / LOCATION	DISASTER TRAVEL / DUTY BEGAN (quarter-hour basis)	DISASTER DUTY / TRAVEL ENDED (quarter-hour basis)	TOTAL DISASTER HOURS	(TIME ADMIN USE ONLY)		
									REGULAR DISASTER HOURS	LSAG HOURS	OVERTIME DISASTER HOURS
TH	10/31	2.25 LA	2.75	5.0	LSU Field House Shelter / B.R.	1:30 ( ) a.m. ( ) p.m.	7:00 ( ) a.m. ( ) p.m.	5.5	3.0	0.0	2.5
SA	11/2	0.0	0.0	0.0	" "	6:30 ( ) a.m. ( ) p.m.	12:00 ( ) a.m. ( ) p.m.	5.5	0.0	0.0	5.5
SU	11/3	0.0	0.0	0.0	" "	12:01 ( ) a.m. ( ) p.m.	7:30 ( ) a.m. ( ) p.m.	7.5	0.0	0.0	7.5
M	11/4	8.0 LH	0.0	8.0	" "	8:15 ( ) a.m. ( ) p.m.	2:15 ( ) a.m. ( ) p.m.	6.0	0.0	0.0	6.0
T	11/5	0.0	0.0	0.0	" "	7:15 ( ) a.m. ( ) p.m.	2:30 ( ) a.m. ( ) p.m.	7.25	7.25	0.75	0.0
						( ) a.m. ( ) p.m.	( ) a.m. ( ) p.m.				
						( ) a.m. ( ) p.m.	( ) a.m. ( ) p.m.				

TOTAL (this page only): 31.75 10.25 0.75 21.5

I CERTIFY THAT I HAVE PERFORMED REGULAR AND/OR DISASTER DUTIES DURING THE DATES AND TIMES AS INDICATED ABOVE.

Employee Signature

Employee Completes this section

Time Admin. completes  
Date

APPROVAL OF DISASTER HOURS WORKED FOR COMPENSATION (only one signature is needed)

DCFS Emergency Operations

Site Manager Signature

Non-DCFS Emergency Operations

Job Title

Date

# Disaster Time Example #1

On Thursday, 10/31/13, Sue arrived at work at 10:15 a.m. having taken 2.25 hours of annual leave. At 1:00 p.m., she is assigned to perform disaster duty at the LSU Field House shelter location. Sue leaves the office at 1:30 p.m., travels to the shelter, performs work, and then travels home getting there at 7:00 p.m. FYI - Sue's regular work schedule is 5-8 hour days Monday through Friday.



# **Complete 1<sup>st</sup> Time Line as follows:**

- Day of Week: TH
- Date: 10/31
- Leave Taken: 2.25 LA
- Regular Office Duties Worked: 2.75 (10:15 a.m. – 1:30 p.m. = 3.25 hours minus 0.5 for regular office lunch break)
- Total Leave & Regular Office Duties: 5.0
- Disaster Site Name / Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 1:30 p.m.
- Disaster Duty / Travel Ended: 7:00 p.m.
- Total Disaster Hours: 5.5

## Disaster Time Example #2

When Sue left the Shelter on Thursday evening she was told to report back to her regular office on Friday to perform regular office duties. On Friday, 11/1 Sue worked 8:00 a.m. to 4:30 p.m. in her regular office performing regular office duties.

\*No entry is made on the Disaster Time Sheet for 11/1 since NO disaster work hours occurred on this day.\*



## Disaster Time Example #3

Sue was also told to report back to the shelter on Saturday, 1 1/2, to work the night shift from 7:00 p.m. until Sunday at 7:00 am.

On Saturday Sue left her house at 6:30 pm, arrived at the shelter, worked through the night until Sunday morning at 7:00 a.m., and traveled home arriving at 7:30 a.m.



## **Complete 2<sup>nd</sup> Time Line as follows:**

- Day of Week: SA
- Date: 11/2
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 6:30 p.m. (when travel to site began)
- Disaster Duty / Travel Ended: 12:00 a.m. (midnight)
- Total Disaster Hours: 5.5



## **Complete 3<sup>rd</sup> Time Line as follows:**

- Day of Week: SU
- Date: 11/3
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 12:01 a.m.
- Disaster Duty / Travel Ended: 7:30 a.m. (when disaster travel ended)
- Total Disaster Hours: 7.5

## Disaster Time Example #4

On Monday, 11/4, a state holiday was observed (just pretend!). Sue was scheduled to work at the shelter at 8:00 a.m. She left her home at 8:15 a.m. (she overslept because her electricity was out) and arrived at the site at 8:30 a.m. She worked until 1:45 p.m. and drove home getting there at 2:10 p.m.



## **Complete 4<sup>th</sup> Time Line as follows:**

- Day of Week: M
- Date: 11/4
- Leave Taken: 8.0 LH (since this is a state holiday)
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 8.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 8:15 a.m.
- Disaster Duty / Travel Ended: 2:15 p.m. (do not put 2:10 p.m. since must be on quarter-hour basis)
- Total Disaster Hours: 6.0

## Disaster Time Example #5

On Tuesday, 11/5, although the shelter had closed Sue was assigned to assist with dismantling the location starting at 8:00 a.m. She left her home at 7:15 a.m., worked at the site until 2:00 p.m., and was told by the site manager that she could go home for the day. She arrived back home at 2:25 p.m.



## **Complete 5<sup>th</sup> Time Line as follows:**

- Day of Week: T
- Date: 11/5
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 7:15 a.m.
- Disaster Duty / Travel Ended: 2:30 p.m. (do not put 2:25 p.m. since must be on quarter-hour basis)
- Total Disaster Hours: 7.25 (FYI - since less than 8.0 hours worked on a regular work day, then Time Administrator will also code 0.75 LSAG.)

# Questions about Time Entries:

- Refer to Policy No.4-10 & the job aide entitled “Time Entry Instructions and Frequently Asked Questions Related to Payroll for Emergency Operations”.
- Employees – contact your assigned Time Administrator.
- Time Administrators – contact your assigned Field HR Liaison or State Office HR Payroll contact.





# In Closing - Reminders:

- Each day begins at 12:01 AM and ends at 12:00 midnight
- 12 midnight = 12:00 AM and 12 noon = 12:00 PM
- Times and Hours are recorded on quarter-hour basis and in quarter-hour increments
- Regular versus overtime hours depend on an employee's regular work schedule (5 - 8 hour days Monday - Friday, 4 - 10 hour days Tuesday - Friday, etc.)
- Normal hours worked by an employee (such as 8:00 AM to 4:30 PM) may "FLEX" during disaster situations.